



# Employee General Information Sheet

*Please print clearly if completing by hand.*

**Worker Type** (check):

Faculty       Staff       Temp

**Undergrad Student Workers:**

- 1) New Employee  OR Returning Employee
- 2) Work-Study  (SEMS Job #: \_\_\_\_\_) OR Non-Work Study

*If you are hiring a graduate student please use the MSN/PhD form.*

First and Last Name: \_\_\_\_\_

*(Please use your legal name that is on your passport and/or social security card.)*

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Social Security # (xxx-xxx-xxxx): \_\_\_\_\_

*(Date of birth and social security number are only needed for **new employees only** (students included).)*

Penn ID # (if one exists): \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Personal (Non-Penn) Email Address: \_\_\_\_\_

Position Title: \_\_\_\_\_ Hourly Rate or Annual Salary: \_\_\_\_\_

Workday Job Requisition # (required if new position): JR \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date (students, temps and grant funded staff): \_\_\_\_\_

Manager Name: \_\_\_\_\_

Recruiting Coordinator Name (if other than the manager): \_\_\_\_\_

Hiring Department: \_\_\_\_\_

Confirm Costing Allocation (Budget Code(s)): *Note: the default account goes on the requisition; the costing allocations are entered by SON Payroll.*

*Grant funded positions: by checking this box I confirm I have verified the costing information below with my grant manager .*

*Please be sure to include the grant budget end date with the costing allocation.*

*(HR Use Only)* Pre-Hire ID # \_\_\_\_\_ Date Hire Completed: \_\_\_\_\_